

SPECIAL USES

Certain uses, because of their special operational or physical characteristics, may or may not have a detrimental impact on nearby permitted uses, depending upon their precise location, manner of operation, and other factors. Such special uses require careful case-by-case review, and may be allowed only pursuant to the following requirements and procedures.

1. Pre-Application Conference: A pre-application conference shall be required prior to submission of any application for Special Use Permit pursuant to Section 90.057.
2. Application & Fee: A proposal for a zoning district amendment shall be filed with the Administrative Official on forms provided herein along with a \$200.00 review and processing fee as required pursuant to Section 90.067 of the City's Zoning Code. Additionally, any proposal to construct a non-residential structure greater than 2,500 square feet shall comply with the Site Plan Review Procedures contained in Article 13 herein. An application shall not be scheduled for public hearing until the application form has been fully completed, the filing fee paid, and all required information submitted.
3. Public Notice- City: The Office of the Administrative Official shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least fifteen (15) days prior to the hearing. The notice shall fix the time and place of the hearing and shall describe generally the change requested.
4. Notice to Neighbors- City: It shall be the City's responsibility to submit a notice of intent to surrounding property owners by regular mail **no less than 15 days prior to the scheduled meeting date**. The notice shall contain the time and place of the public hearing and a statement regarding the purpose of the hearing, including, but not limited to, the location of the subject property(s) being considered for a Special Use Permit, the existing and proposed zoning classifications and proposed uses for the site. (Notice must entail a minimum of 250 feet from the applicant's property lines).
5. Combined Planning and Zoning Board Recommendation: The Administrator shall prepare an advisory report on every request for a special use permit and present said report to the Combined Planning and Zoning Board at the next regular Combined Planning and Zoning Board meeting. The Combined Planning and Zoning Board shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. In order to recommend approval or disapproval of a proposed zoning district amendment, the Combined Planning and Zoning Board shall consider the following matters:
 - a. Whether the proposed amendment or special use is consistent with the City's comprehensive plan; and
 - b. The effect the proposed amendment or special use would have on public utilities and on traffic circulation.
6. Public Hearing: The Combined Planning and Zoning Board, after its review, will immediately submit an advisory report to the Combined Planning and Zoning Board for its review together with any comments or recommendations from the Zoning Administrator. The Combined Planning and Zoning Board shall hold a public hearing on every special use permit proposal within a reasonable time after the proposal has been submitted to them. At the hearing any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date and the place of the hearing, and the nature of the proposed amendment, shall be given not more than 30 days nor less than 15 days before the hearing by:

- a. First class mail to the applicant, or
 - b. Certified letter, to all parties whose property would be directly affected by the proposed amendment; and (See notice to neighbors – above).
 - c. Publication in a newspaper of general circulation within this City.
7. Combined Planning and Zoning Board Recommendation: Within a reasonable time after the public hearing, the Combined Planning and Zoning Board shall submit its advisory report on the special use permit required under this division to the Council. In deciding what their advice should be, the Combined Planning and Zoning Board shall consider the following factors:
- a. Whether the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;
 - b. Whether the proposed special use is consistent with this City's Comprehensive Plan;
 - c. The effect the proposed special use would have on the value of neighboring property and on this City's overall tax base;
 - d. The effect the proposed special use would have on public utilities and on traffic circulation on nearby streets; and
 - e. Whether there are any facilities near the proposed special use, such as schools or hospitals that require special protection.
8. Decision by Council: The City Council shall act on every request for a special use permit at their next regularly scheduled meeting following submission of the Combined Planning and Zoning Board's advisory report. Without further public hearing, the Council may grant a special use permit by an ordinance passed by simple majority vote of all members. In a separate statement accompanying any such ordinance, the Council shall state their findings of fact, and indicate their reasons for approving, with or without conditions, or denying the request for a special use permit.

EXHIBIT "A"
CITY OF HIGHLAND
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-5570(fax)

For Office Use Only

Date Submitted _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Determination: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Location of Property: _____
Legal Description: _____

Present Zoning Classification: _____ Acreage: _____

Present Use of Property: _____

Proposed Land Use Activity: _____

Description of proposed use and reasons for seeking a special use permit: _____

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Should this special use be valid only for a specific time period? Yes _____ No _____

If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;		
B. Is the proposed special use consistent with this City's Comprehensive Plan;		
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;		
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and		
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?		

ATTACHMENTS REQUIRED:

1. An area map and site plan as specified in the Zoning Regulations as well as any other information which would be helpful to the Combined Planning and Zoning Board in consideration of the application.
2. List of property owners located within 250 feet of the property.

Applicant's Signature

Date



City of Highland

Community Development Department
Building and Zoning Division

EXHIBIT "B"

Combined Planning & Zoning Board
City of Highland
2610 Plaza Drive PO Box 218
Highland IL 62249

Date Attachment Received: _____

SUMMARY OF PROPERTY OWNERS

Please attach a **stamped copy** of the computer listing of the most recent tax records available from Madison County Maps & Plats for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, **excluding adjacent right-of-ways**.

Subject Property Address: _____

Parcel ID Number: _____

Property Owner Name: _____

This listing must be returned to the Building & Zoning Department, 2610 Plaza Drive, P.O. Box 218 Highland IL. 62249 by: _____

Failure to provide the listing by this date will result in placement of your petition on a following agenda. **NO EXCEPTIONS.**

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION
TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS

NAME (Signature) _____

NAME (please print) _____

DATE _____